

Township of Livingston

Instructions for Commercial Zoning Permits

All applicants for commercial zoning approval need to submit the following:

1. Completed commercial zoning application form.
2. Check made payable to the Township of Livingston for \$120.00.
3. A sealed / engineered site plan with parking layout no older than 5 years. If multiple tenants are using the parking lot, please list all tenants, the square footage of their spaces (net & gross floor area) and the use of their space (retail, medical, etc.)
4. After receiving the zoning approval, you ***must*** apply for a CCO or a building permit for interior alterations. CCO applications are available in the Building Department and the fee is \$120. Inspections are to be scheduled by calling 973-535-7953.

TOWNSHIP OF LIVINGSTON

COMMERCIAL TENANT APPLICATION

Permit Fee: \$120.00

(Cash or check payable to Township of Livingston)

When submitting your commercial tenant application, you must include 1 copy of a sealed / engineered site plan with parking layout (no older than 5 years). *If multiple tenants are using the parking lot, please list all tenants, the square footage of their spaces (net & gross floor area) and the use of their space (retail, medical, etc.)*

After receiving zoning approval, you **must** apply for a CCO or a building permit for interior alterations. CCO fees are \$120 and inspections are scheduled by calling 973-535-7953.

Building Address: _____

Block: _____ Lot: _____ Zone: _____

Type of Application: _____ Change in Ownership _____ Change in Tenant

Current Use of Property: _____ Proposed Use of Property: _____

See Land Use Ordinance Chapter 170-1 through 170-142 available online at www.livingstonnj.org and click 'Ordinances'

Applicant Information:

Name: _____

Address: _____

Phone Number: _____

Building Owner Information:

Name: _____

Address: _____

Phone Number: _____

TOWNSHIP OF LIVINGSTON

Proposed New Tenant Information:

Hours of Operation: _____ Days Open: _____

Number of Employees: _____ Number of Occupants: _____

Square Footage being Leased / Sold: _____

Existing Parking: _____ Required Parking: _____

Building Improvements (detailed description of proposed renovations, other than general painting):

Any incorrect or falsified information will render this application void and any approvals based on it.

Applicant Signature _____ **Date** _____

FOR OFFICE USE ONLY

Denied: _____ **Date:** _____

Reason: _____

Approved: _____ **Date:** _____

Special Conditions: _____

Amount Received: \$ _____ **Cash:** _____ **Check:** _____

Martin Chiarolanzio
Zoning Officer